

Closing Date: 12 noon on Tuesday 28 March 2017

Ref: KLO/0317

Section 1: PERSONAL DETAILS

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| The Community Foundation for Northern Ireland welcomes applications regardless of gender, marital or family status, religious belief or political opinion, disability, race or ethnic origin, nationality, sexual orientation or age.  POSITION APPLIED FOR**: YBI** **Knowledge and Learning Officer**  **Part-time fixed term post**  **NJC Points 30-32 - £26,556 - £28,203 pro-rata** |
| SURNAME: ………………………………………………………………………….  FORENAMES: ………………………………………………………………………  ADDRESS: …………………………………………………………………………..  ……………………………………………………….POST CODE: ………………..  TELEPHONE NO: (Home) …………………… Mobile: ………………………….    EMAIL: ……………………………………………………………………………….. |
| **EDUCATION:** List the **type** of School(not the name) |
| Dates Type of School e.g. Subjects Grade  From - To Grammar etc. Achieved |

**(please use continuation sheets if necessary)**

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| **FURTHER EDUCATION** | | | | |
| Dates University/ Subjects Grade  From - To FE College etc. Achieved | | | | |
| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND INSTITUTIONS** | | | | |
| **EMPLOYMENT HISTORY** (please use continuation sheet if necessary)  Start with your present or most recent employment | | | | |
| Dates From - To  (Month & Year) | Name and Address of Employer | Position Held and Brief Description of Duties | Reason for Leaving | Salary |

**SECTION 2 – JOB RELATED CRITERIA**

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| **Please use this section to provide evidence of how your skills, knowledge, experience and/or qualifications meet the requirements of this post preferably by giving examples.**  **NB: Only applicants who meet the essential criteria will be shortlisted. Please use continuation sheets if necessary. Please refer to the person specification when completing this form.** |
| **Essential Experience: Applicants should have and be able to demonstrate**  1. Applied research, analytical and storytelling skills with the ability to mobilise  evidence systematically in a way that is attractive to a range of donors and  audiences. |
| 2. Experience of designing and implementing facilitation processes for engagement,  learning and information to emerge. |
| 3. Good quality writing and storytelling skills to produce content for web sites and  other publications. |
| 4. A high degree of IT competency in use of MS packages, skype, google apps etc. |
| **Desirable Criteria - Qualifications**  5. Educated to degree level. |
| **Desirable Criteria - Experience**  6. Relevant experience of producing published materials for knowledge and learning  dissemination. |
| 7. Relevant experience of working with research volunteers on an international basis  or with networking activity between organisations. |
| 8. Relevant experience of producing or working on developing a knowledge  management system. |
| **Work Related Circumstances**  1**.** A willingness to work on a flexible basis to meet the needs of the programme including working evenings and weekends where necessary. |
| 2. A willingness to undertake international travel if required. |
| 3. Do you need a work permit to work in the United Kingdom? | |
| **REFERENCES**:  Please provide details of 2 referees familiar with your work, one of which should be your current or most recent employer.  1. Name and Address 2. Name and Address  Telephone no: Telephone no:  Email: Email:  Can they be contacted prior to interview – Yes No | |
| **I certify all information given is correct. I understand any false information given may result in any job offer being withdrawn.**  **Signed: Date:** | |

**APPLICATION FORMS TO BE RETURNED TO:**

**BETTY McNALLY**

**THE COMMUNITY FOUNDATION FOR NORTHERN IRELAND**

**COMMUNITY HOUSE, CITYLINK BUSINESS PARK**

**6A ALBERT STREET**

**BELFAST, BT12 4HQ**

**Email:** [**bmcnally@communityfoundationni.org**](mailto:hcraig@communityfoundationni.org)

**CLOSING DATE: 12 noon ON TUESDAY 28 MARCH 2017**

**All applications must be completed in full, signed and returned in hard copy. Electronic copies will be accepted if an electronic signature is included. CVs will not be accepted or considered by the panel.**

**Incomplete forms or forms received after the advertised deadline will not be considered.**



EMPLOYEE MONITORING QUESTIONNAIRE, 3RD PRINCIPAL METHOD

**Private & Confidential**

Equality of Opportunity Ref. KLO/0317

We are an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant or Roman Catholic community

Could you please indicate whether you are: Female Male

If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method which means that we can make a determination on the basis of personal information on file.

Note:

It is a **criminal offence** under the legislation for a person to ‘give false information in connection...with the preparation of a monitoring return’.

**PLEASE SEAL THIS FORM IN THE ENVELOPE PROVIDED AND RETURN WITH YOUR APPLICATION FORM.**